



## FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

### ACCOUNTANT I, (SPECIALIST)

<b>SALARY RANGE</b>	<b>\$3000-\$3757</b>
<b>TENURE/TIME BASE</b>	<b>Permanent, Full Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>Fiscal Services</b>
<b>FINAL FILING DATE</b>	<b>August 28, 2015</b>

**DESCRIPTION OF DUTIES:** Responsible for financial record keeping under the general direction of the Sr. Accounting Officer. Prepares monthly budget reports to Budget Managers and bank reconciliations for Revolving Fund and Special Trust Accounts. Assists in verifying the CALSTAR encumbrance balances and in processing service contracts, yearly service orders, and master services/rental agreements. Prepares correspondence as required. Performs special projects and assists with Accounts Payable and Revolving Fund desks.

**WHO MAY APPLY:** Candidates with list and transfer eligibility for the classification will be considered. Appointment will be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA)/Surplus, and Reemployment list procedures. Applications will be reviewed and only the most qualified candidates will be scheduled for an interview. **Note:** Appointment subject to pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website [www.spb.ca.gov](http://www.spb.ca.gov). **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

FAIRVIEW DEVELOPMENTAL CENTER  
TESTING OFFICE, ROOM 211  
2501 HARBOR BLVD.  
COSTA MESA CA 92627  
(714) 957-5255

**IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.**

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: ACCOUNTANT I, (SPECIALIST)  
RELEASE DATE: 08/14/2015